



SOSF Keystone Grant

Application Form

Special Project

2015 Funding Cycle

This SOSF Keystone Grant Special Project application form is only intended to be used upon direct invitation from the Save Our Seas Foundation CEO for Special Projects that fall outside of the normal Funding Cycle. It should not be used by any other applicants. We would appreciate if you would not share the link to this online application form.

Receipt of any SOSF grant does not constitute a commitment to continue funding in future years, regardless of the length of the project.

Dates should all be in the format **dd/mm/yyyy** and the currency used in this application is **USD / US\$**.

A. Format for documents

For the naming of annex documents please use the following structure for the file name:

[first four letters of project leader surname]_[first four letters of project subject]_keystone2015_special_[document type].[document extension]

For example, the annex documents for a project on *Chimaera conservation* submitted by *Dr Jones* would be titled: *jone_chim__keystone2015_special_annex1.doc*. All files submitted with the online application form should be identified in the same way (e.g. *jone_chim_keystone2015_special_cv.pdf*; *jone_chim_keystone2015_special_graph3.jpg*; *jone_chim_keystone2015_special_budget.xls*; *jone_chim_keystone2015_special_doc2.doc*; etc.).

B. Completing the form

Applicant and Organisation Information

If there is more than one leader, please name the individual with whom we should communicate. Their organisation and/or institute (if any) might not be the organisation most closely involved in the project, and projects do not have to be run through an institute. Outline the qualifications and experience of the project leader in the form of a *Curriculum Vitae* and a letter that focuses upon material that is most relevant to the proposed project and upload it with your application.

Project Summary

Project topic or title (*Maximum 15 words*) This title will be used by SOSF when describing or referring to your project. It must be informative, clearly convey the subject and aim of the project.

SOSF Primary Focus Please check the primary focus under which your project most closely falls. You can tick more than one checkbox.

Species concerned Common name (latin name)

Species status IUCN Red List status. Please also indicate if the species is listed in any international conventions (e.g. CITES, CMS, etc) as well as any local, regional or national protection legislations.

Project location Define the geographical location - including country, region, site, sea, ocean, etc - where project activities will take place. The project leader may be based elsewhere.

Project Description

Project summary (*Maximum 300 words*) This should be a brief abstract, clearly understandable by the non-specialist, summarising the more detailed information in the next few sections.

Conservation challenge (*Maximum 300 words*) Explain briefly how or why this project has been identified. Explain what the conservation problem is and how it originated. Why is it important for this problem to be addressed now?

Background (*Maximum 600 words, plus citations*) For scientific or conservation projects, please summarise the key scientific and/or technical knowledge of the species, habitat, environmental threat or other issue that is the focus of your project, focussing on the most relevant information. You might include a description of the conservation and management challenges or the gaps in scientific knowledge that the project aims to address. For education projects, please explain how similar projects have been effective in achieving their objectives. We value new and innovative ideas, approaches and projects, so do not hesitate to submit unreferenced project concepts explaining why yours is original. Refer to key scientific or other publications as appropriate, but ideally no more than ten citations.

General aim and major specific objectives (*Maximum 50 words per objective*) State clearly the broad aim or general purpose of the project. Then list the more specific objectives (*at least three*) of the work that you intend to undertake. If more space is required, add an Excel table as an Annex document. If the planned work will be part of a larger project, you may list these broader aims and objectives, but please highlight (e.g. with an asterisk) those objectives which it is hoped to achieve with funding from SOSF.

How will these objectives be achieved? (*Maximum 50 words per objective*) For each objective listed above for this SOSF project, briefly describe the methods you intend to use and/or the precise activities that will be involved, in order to achieve these goals.

When will these objectives be achieved? (*Maximum 50 words per objective*) Briefly describe when each objective/method will take place.

This project is unique because...? (*Maximum 600 words*) SOSF aims to support applicants working on projects focused upon exceptional species, habitats and/or locations, and is particularly committed to supporting activities that have the capacity to make a real difference to the health of the oceans and to the survival of threatened aquatic species and habitats. Please explain briefly how your project fulfils these criteria.

Indicators? (*Maximum 600 words*) Explain how you plan to measure the results and impact of your project. These indicators are measurement index of the results, allowing both the project leader and SOSF to evaluate if the project is moving in the right direction guided by the aim and objectives, and if it yields expected results. The indicators will provide evidence about whether a designed result occurred, and it will measure the changes in the activities of the project. The selection of indicators is key, and these should be clear, precise, feasible and best reflecting the outputs and outcomes of the project results in terms of research, conservation and/or education.

New project or continuing project? We need to know whether this project is already underway. SOSF is particularly interested in funding new and innovative projects, but will support existing work if a need can be demonstrated.

How will you disseminate your results? (*Maximum 600 words*) Most scientific projects funded by SOSF are expected to contribute significantly to research knowledge and/or be applicable to improving the conservation and management of the species or habitats studied. These outcomes are usually only possible if results are first published in the peer reviewed scientific literature, as well as appearing in unpublished SOSF reports. Please describe the paper(s) that you will produce and the journal(s) to which they will be submitted. Please describe if and how you will approach the media, and use social networks to disseminate your project work and findings?

Problems and contingency planning (*Maximum 600 words*) List the main foreseeable administrative, logistical or technical problems that might arise during this project and explain how you will address them.

Project Team

Project leader's experience and qualifications (*Maximum 300 words*) Applicants are expected to provide details of their track record in the subject area and/or practical relevant experience in the region where the proposed project is to take place, thus demonstrating that they will be able to undertake this work successfully. This will complement the project leader's CV and complementary documents to be attached as an Annex document to this application.

Is the Project Leader an early career researcher? We define this as *within five years of award of a degree*. If recent post-graduate, graduate or under-graduate students are applying for funds, or where the applicant cannot demonstrate significant experience in the subject area and/or region, a supervisor or advisor must be included in the project team (*see below*).

Why are you the best person to lead this project? (*Maximum 300 words*) You might use this space to explain what drives you and why the goals of this project are important to you.

Project supervisor or advisor Provide their name(s), respective affiliation and contact details, and describe their experience in the subject area and/or the region where the proposed project is to take place. A letter from this individual, outlining their experience and confirming their participation as supervisor/advisor, must also be provided with your application.

Other referees Please provide name and contact details of two senior referees (three if no supervisor) who will indicate their support for your application and whom we can, if necessary, approach to ask for their opinion of your project.

Previous SOSF applications List brief details of project application(s), successful and unsuccessful, year(s) and outputs of projects that may have received a SOSF grant in the past.

Collaboration and Association List and describe past, present and future collaborative efforts and associations with governmental institutions, NPOs and/or NGOs locally, regionally, nationally and internationally.

Dates and Figures

Project Schedule This asks for the anticipated start and end dates of the project named here, and for the duration of the project plan presented to SOSF (although funding is awarded for only one year at a time, your funding application and proposal may be set in the context of a project plan expected to extend over 2 or 3 years, or possibly longer, where a longer period is necessary to secure the anticipated conservation benefits). Space for further details and comments is also provided.

Exit strategy (*Maximum 600 words*) Here are some questions to help you understand what you need to think about in terms of the Exit Strategy we are asking about:

- What proportion (%) of your project's annual income has been provided by SOSF during each of the past two years?

- How will your project be affected if your income is reduced by this amount in twelve month's / two year's time?
- Will you need to find a way to replace the income you have been receiving from SOSF, if SOSF funding ceases after 12 months / two years? If so, please describe how you propose to secure an alternative source of financial support when your SOSF grant ends.
- If your project is intended to continue after SOSF's grant has ended, please explain your strategy for supporting this work.
- If your project is not intended to continue, or will be unable to continue when SOSF support stops, what strategy do you have in place for winding up the project?
- What permanent legacy will be left once the work funded by SOSF has been completed? Please include specific project outputs (reports and papers) and the results of capacity building among partners or in the study area.

Project budget Please indicate the total budget (to the closest US \$ 100) for the first year of the project and provide more detail as Annex 1. Successful grant applications will likely receive between 10'000 and 50'000 USD with an average of about 25'000 USD from the Foundation. Requests for grants exceeding 200'000 USD will be rejected without review.

'Funding anticipated from other sources' may include support from the internal resources of the applicant's own organisation (in-kind) or support from external sources (please list). Joint funding or fund matching is not essential. SOSF does not support salaries (full-time or part-time) of project researchers, nor pay unspecified overheads to host organisations (e.g. Universities or non-governmental organisations). Individuals may apply. SOSF grants are designed to fund project leaders and projects, and not institutions or organisations. Please describe your projected budget for the upcoming years (the latter can be expanded in Annex 1). These figures should include grants from SOSF and significant (i.e. >5–10% of total budget) contributions from other sources. Space for further details and comments is also provided.

Co-Sponsors and other potential sources of support Please list here the other sources of funds identified in the previous section (i.e. Budget). These include other organisations, agencies or foundations that have co-funded the project or provided practical support in the past, who have confirmed funding for 2014/15, or who have been approached with requests that they support this project.

Attachments

Please upload the following documents with your application form (*you can also upload other materials*):

Annex 1. Budget Please use the Excel spreadsheet to present how the funds requested will be spent, including major items of capital expenditure. Please present a detailed budget for year 1, year 2, etc... separately using the different excel sheets (Please note that all continuation funding is subject to annual review and reapplication). Joint funding or fund matching is not essential. SOSF does not support salaries (full-time or part-time) of project researchers, nor pay unspecified overheads to host organisations (e.g. Universities or non-governmental organisations). Individuals can apply.

Annex 2 & 5. A scan of a short covering letter signed by the applicant or project leader or, where this is required by an applicant's employer, signed by the authorising officer of that organisation. This must be dated and, where appropriate, printed on the headed notepaper of the project leader's employer or lead organisation. Scan(s) of letter(s) from project supervisor(s) and/or advisor(s).

Annex 3 & 4. Curriculum Vitae of the project leader(s), complementary documents and high resolution photograph.

We will endeavour to acknowledge all grant applications within 10 days of their receipt. Applicants may be contacted by SOSF staff if further explanation or information is required, or if there are suggestions or recommendations to amend and improve the project proposal. If submitted by September 1, 2015, the applications will be reviewed during the last quarter of 2014, and recommendations forwarded to the next Foundation Board meeting. The final decision on successful applications should be available during the first quarter of 2016. Applications submitted at a later stage will be treated under a separate schedule, but applications will usually be reviewed within three months of reception, and recommendations forwarded to the Foundation Board for final approval.

Save Our Seas Foundation (June 2015)